

Create OPR Profile User Guide

To use the Ohio Professional Registry (OPR) you must create a profile. Please only create one profile. If you have a profile and need assistance signing in, contact OCCRRA at 1-877-547-6978.

1. Go to www.occrra.org and click “Ohio Professional Registry” on the top right of the page.



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 Ohio Professional Registry Sign In | Find Training

2. Click “Create New Profile”.

SIGN-IN

OPIN or Email Address

Password

Continue

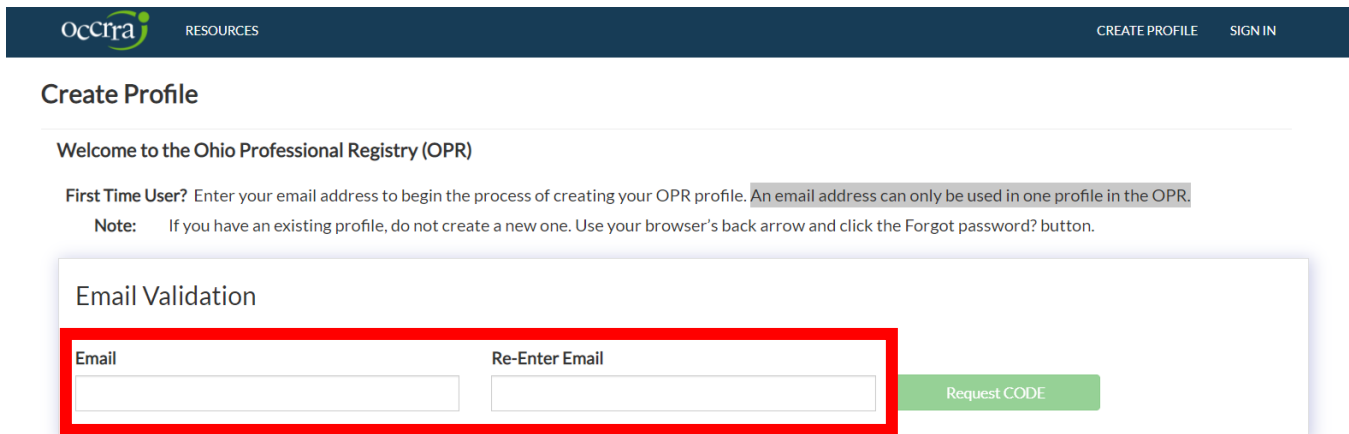
By continuing, you agree to OCCRRA's [Conditions of Use](#) and [Privacy Notice](#).

- [Forgot password?](#)

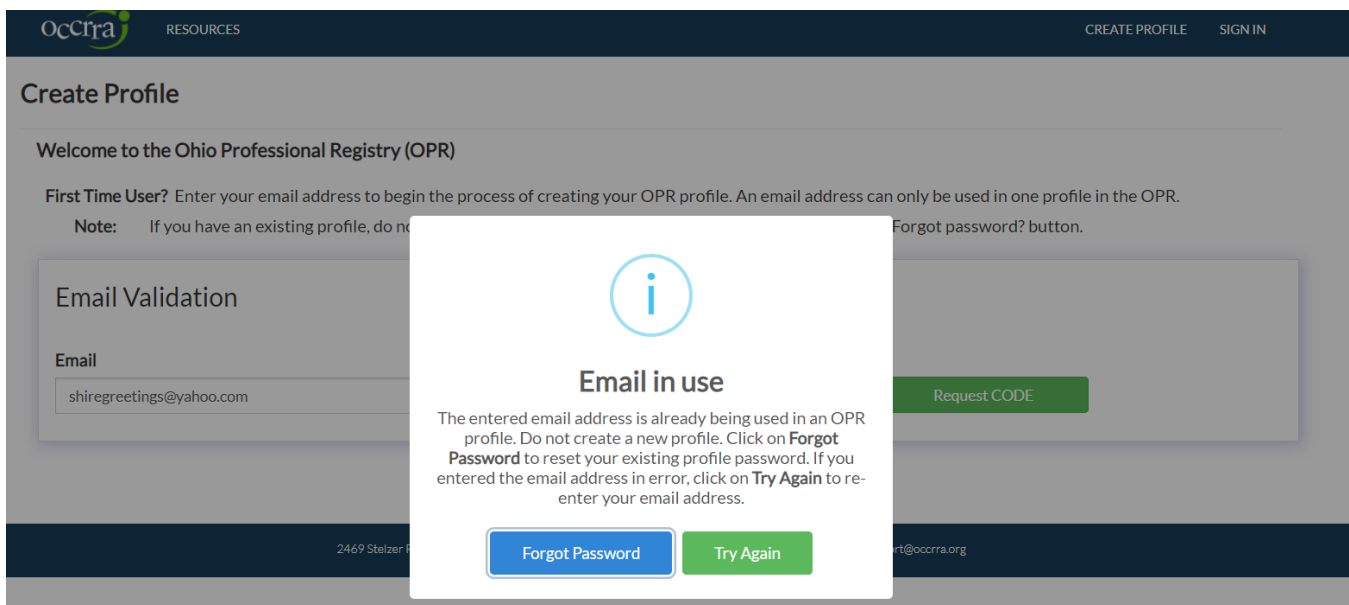
New to OCCRRA?

Create New Profile

3. Enter your email address in both fields and click Request CODE. A code will be sent to this email address. You must be able to sign-in the email account to access the code the OPR emails to you. An email address can only be used in one profile in the OPR.



4. If you enter an email address used in a current OPR profile, you will see an error message. Please check to see if the email address you typed is correct. If the email address is correct, the next step is to click the Forgot Password button. This will help you to sign-in to your current profile. The Try Again button allows you to re-enter another email address.



5. If the email address is not already being used in the OPR, an email will be sent to that email address with a CODE. At this point you need to go to your email account, open the email containing the CODE, and then enter the CODE in the Enter Your CODE field. The CODE is only valid for one hour.



Create Profile

Welcome to the Ohio Professional Registry (OPR)

First Time User? Enter your email address to begin the process of creating your OPR profile. An email address can only be used in one profile in the OPR.

Note: If you have an existing profile, do not create a new one. Use your browser's back arrow and click the Forgot password? button.

Email Validation

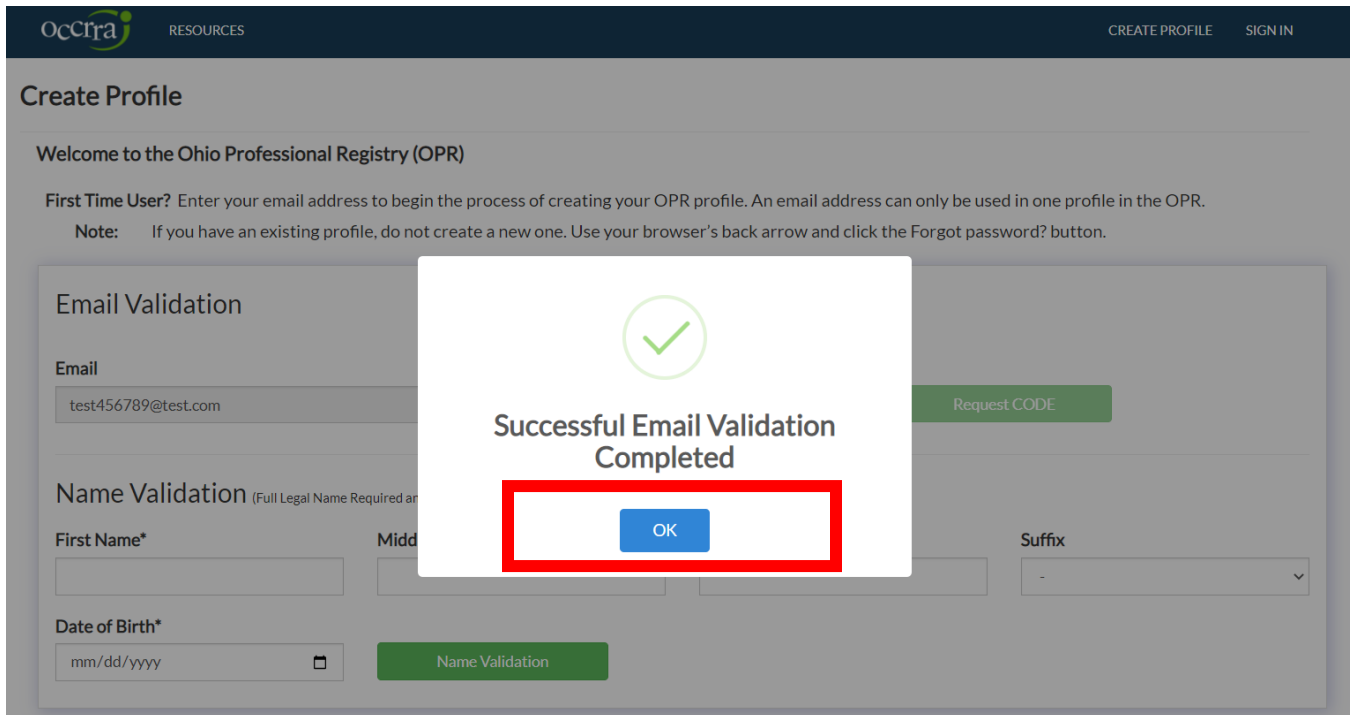
Email

Re-Enter Email

CODE sent to test456789@test.com.

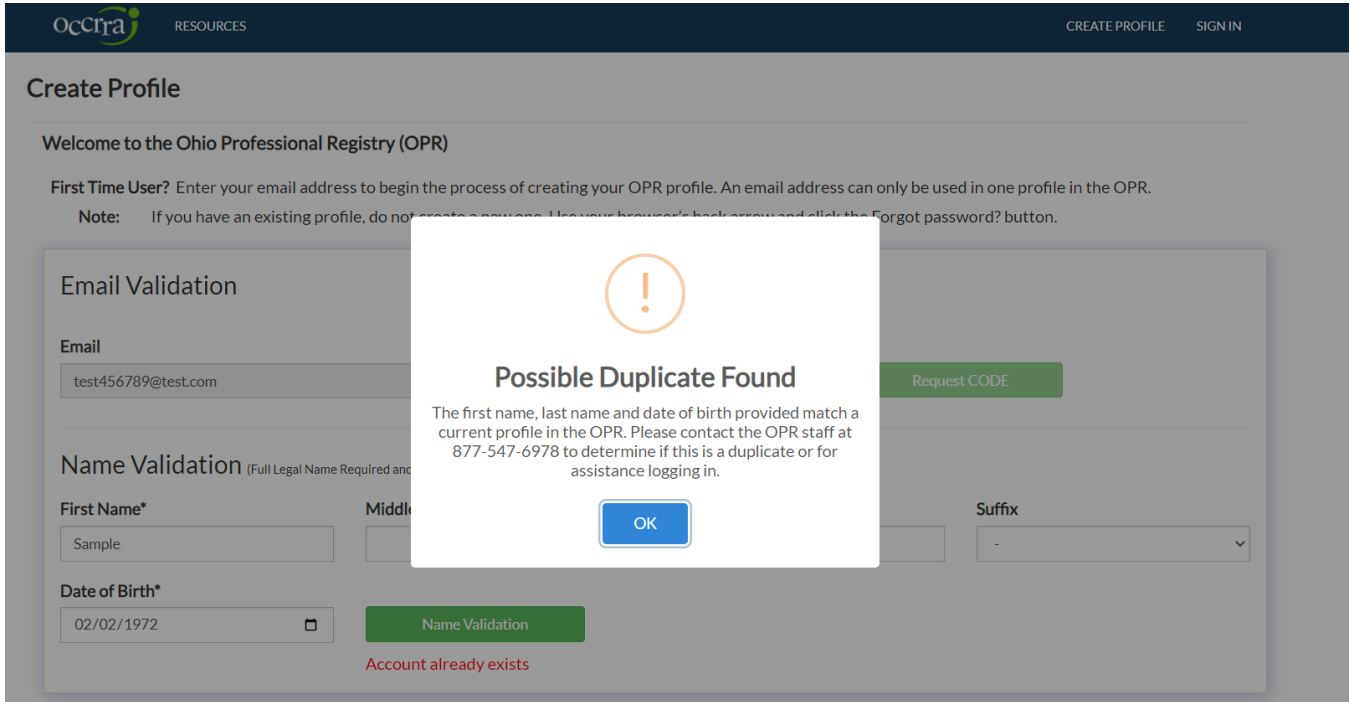
Enter Your CODE

6. Enter the CODE and click Confirm CODE. You will then see this success message. Click OK.



The screenshot shows the OCCrra 'Create Profile' page. A modal window is displayed in the center with a green checkmark icon and the text 'Successful Email Validation Completed'. Below this text is a blue 'OK' button, which is highlighted with a red rectangular border. The background page is dimmed and shows the 'Email Validation' section with the email 'test456789@test.com' and the 'Name Validation' section with fields for First Name, Middle, and Suffix. A green 'Request CODE' button is visible on the right side of the modal.

7. Enter your First Name, Last Name/Surname, and Date of Birth and click Name Validation. The system will check to see if you have an existing OPR profile.
 - a. If you entered a combination of first name, last name/surname, and birthdate that already appears in an OPR profile, you will receive the following error message and you must contact the OPR for profile assistance.



The screenshot shows the 'Create Profile' page of the Ohio Professional Registry (OPR). The page has a dark blue header with the OCCrra logo and 'RESOURCES' link. On the right, there are links for 'CREATE PROFILE' and 'SIGN IN'. The main content area is titled 'Create Profile' and includes a welcome message: 'Welcome to the Ohio Professional Registry (OPR)'. Below this, it asks 'First Time User?' and provides instructions for new users. A 'Note' states: 'If you have an existing profile, do not create a new one. Use your browser's back arrow and click the "Forgot password?" button.' The form is divided into two sections: 'Email Validation' and 'Name Validation'. The 'Email Validation' section has an 'Email' field with the value 'test456789@test.com' and a 'Request CODE' button. The 'Name Validation' section has fields for 'First Name*' (with 'Sample' as a placeholder), 'Middle' (with a placeholder), 'Date of Birth*' (with '02/02/1972' and a calendar icon), and 'Suffix' (with a dropdown menu showing '-'). A green 'Name Validation' button is at the bottom of this section. A red error message 'Account already exists' is visible below the button. A modal dialog box is centered on the screen, featuring an orange exclamation mark icon and the title 'Possible Duplicate Found'. The message inside the modal reads: 'The first name, last name and date of birth provided match a current profile in the OPR. Please contact the OPR staff at 877-547-6978 to determine if this is a duplicate or for assistance logging in.' There is an 'OK' button at the bottom of the modal.

- b. If the first name, last name/surname, and birthdate combination are not already ~~does not already appear~~ in the OPR, you will be prompted to continue creating your profile by entering your Home or Cell Phone, Home Address, Demographics, and Password.

 RESOURCES CREATE PROFILE SIGN IN

05/05/1995

Name Validation

Maiden Name / Aliases Used

Home or Cell Phone*

Home Address

Address*

Address

City*

State*

Zip*

County*

Demographics

Gender*

Race*

Ethnicity*

Primary Language*

Password

New Password*

Re-Enter New Password*

at least 8 characters

at least 1 uppercase character

at least 1 lowercase character

at least 1 number

at least 1 symbol

Once all required fields are entered, the Create Profile button will activate. Complete all fields and click the green “Create Profile” button.

Password

New Password*

Re-Enter New Password*

.....

- ✓ at least 8 characters
- ✓ at least 1 uppercase character
- ✓ at least 1 lowercase character
- ✓ at least 1 number
- ✓ at least 1 symbol

Cancel Create Profile

8. You have now successfully created an OPR profile! The following message will appear on your screen. Your OPIN (Ohio Professional Identification Number) is displayed in this message. Click OK to sign-in to your OPR profile.

Re-Enter Email

Request C

Profile Created Successfully

You have successfully created your Ohio Professional Registry profile. Your OPIN (Ohio Professional Identification Number) is 1135-5126. You will need your OPIN or email address to login to your profile. Please note: the first time you sign-in to your profile, you will be required to complete your current employment information.

You will also receive this information in an email to retain for your records.

Click below to sign into your OPR profile.

OK

Address

Please note: You will be identified throughout site by your Ohio Professional Identification Number (OPIN). Your OPIN will be used to identify you and your activities throughout the site. Keep in mind, while others may be able to identify you based on your OPIN, you should not share your password with anyone.

9. After a profile is created, you can sign-in with your OPIN or Email Address, and Password and clicking Continue.

SIGN-IN

OPIN or Email Address

Password



Continue

By continuing, you agree to OCCRRRA's [Conditions of Use](#) and [Privacy Notice](#).

- [Forgot password?](#)

New to OCCRRRA?

Create New Profile

10. If you forget your password, you may click [Forgot password?](#) to start the password reset process.

SIGN-IN

OPIN or Email Address

Password

Continue

By continuing, you agree to OCCRRA's [Conditions of Use and Privacy Notice](#).

- [Forgot password?](#)

New to OCCRRA?

Create New Profile